



Budget & Finance Committee

Wednesday, February 19, 2014– 9:30 a.m.
Room 100 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Beachnau called the meeting to order at 9:30 a.m.

Roll call – Present: Paul Beachnau, Erma Backenstose, Lee Olsen, Ken Borton, John Burt

Excused –

Others Present – Bill Kerr, Suzanne Burnette, Stacy Shafto, Eryn Collins

APPROVAL OF MINUTES

Motion by Olsen to approve the minutes from the January 15, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

NEW BUSINESS

A. Courthouse Plaza Project

Burt updated the Committee on the Courthouse Plaza Project. The DNR Trust Fund Grant application is due by April 1. The County must hold a posted public hearing on the application prior to submittal. The application will not include the stream portion of the project. That will be discussed as part of a potential USDA grant application. The County will be applying for \$273,000 from the DNR Trust Fund. There is \$25,343.75 raised locally toward the project. That leaves \$100,000 for the County's portion. Motion by Olsen to apply for \$273,000 from the DNR Trust Fund with the County's \$100,000 match coming from the Delinquent Tax Revolving Fund (Fund 516). Motion carried unanimously.

B. Equalization Request

Bill Kerr requested that the County pay \$2,000 to Mark Reetz upon successful completion of the MMAO certification course to get his Level 4 Assessor's certification. Kerr proposes using carrying \$1,000 over from this year's budget into 2015 and then he can come up with another \$500 out of supplies. The County would need to come up with another \$500. Motion by Borton to "reimburse Mark Reetz up to \$2,000 for the cost of his MMAO certification course upon successful completion and receipt of certification in 2015". Motion by Olsen to "amend the motion to include up to an additional \$500 for travel reimbursement". Motion carried unanimously. The vote on the amended original motion was also approved unanimously. Reetz is to submit for travel costs as they are incurred.

C. Webcam Repair

Burt informed the Committee that he would be spending up to \$1,000 out of the Equipment fund to repair the east web camera at the Courthouse.

D. Wireless Equipment

Burt informed the Committee that he would be spending approximately \$1,300 out of the Equipment fund for the wireless network installation in rooms 100, 200 and the Multi-Purpose Room.

E. Computer Needs

Burt indicated that there are a variety of new computers needed including one for the Airport Director, 2 for the Clerk's office, 7 for Corrections, and 2 for Equalization. The total cost at the high end would be \$19,500 but will hopefully be less. The County budgeted \$10,000 for new computers, but there are funds to cover the cost in the Equipment fund. The Committee indicated they were in support of the purchases.

F. Airport Snow Blower Request

The SMI ribbon blower at the airport, which is the main snow blower, is no working. The gear box and gearbox shaft need to be repaired at an approximate cost of \$9,000. The Transportation and Airport Committee recommended proceeding with the repair. Motion by Olsen to "recommend to the full Board of Commissioners to approve a budget amendment for \$9,000 with funds to be taken from the Capital Projects Fund (fund 499) and placed in the Airport Capital Projects Fund (fund 481). Motion carried unanimously.

G. MSU-E Copier/Printer Request

Burt relayed a request by MSU-Extension, which is also used by the Conservation District, for a new copier/printer. It is becoming difficult to find parts to repair the machine. The County provides office equipment to MSU-E as part of their agreement. The Committee discussed purchasing versus leasing the machine. Motion by Olsen to "recommend to the full Board of Commissioners that they approve a budget amendment in an amount of \$8,775.95 from General Fund Contingency (101-941) to the Equipment Fund (fund 266)". Motion carried unanimously.

H. FOC Budget Amendment

Burt relayed a request from the Courts, reviewed by Rachel Frisch, for a budget amendment within their own budget to cover the cost of a step increase that they missed in 2013. Motion by Borton to "recommend the budget amendment in the amount of \$1,860 to the full Board of Commissioners". Motion carried unanimously.

I. SANE Request

Burt distributed a letter from SANE requesting an additional \$7,250 in funding for 2013. Motion by Olsen to postpone the request until more information is gathered". Motion carried unanimously.

J. Economic Alliance Request

Burt relayed a request from the Economic Alliance for an additional \$5,000 for 2014. Funds are needed to help with relocation expenses for potential Director candidates. Motion by Olsen to "postpone until more information is gathered". Motion carried unanimously.

K. Animal Control Building Loan

Motion by Borton to "authorize \$14,175.45 in funds from the Animal Control Fund (fund 212) to be used to pay an additional 6 months on the building loan from the Public Improvement Fund (fund 245) for 2013 with funds coming out of net income". Motion carried unanimously.

L. HSGP Grant Concerns

Burt updated the Committee on an email from Tim London, the Administrator for the Homeland Security Program Grant. The Count was to receive approximately \$3,500 for the Sheriff's Office for building entry tools. The funding is being questioned. The equipment was already purchased. The Committee directed Burt to allow the Sheriff's Office to keep the equipment, and we'll deal with the cost if we are forced to pay it back.

M. Credit Card Expenditures

Burt updated the Committee on the latest credit card report for the Treasurer's Office.

N. January 2014 Budget Reports

Burt discussed the January 2014 Budget Reports. He informed them that the fund balance amounts are incorrect since 2013 has not been closed out yet.

Mr. Beachnau adjourned the meeting at 10:45 a.m.